

Sundridge with Ide Hill Parish Council

Minutes of Finance and Personnel Committee Meeting Thursday 16 January 2014, 7:00pm, Village Hall, Ide Hill

Present: Councillors Blakemore, Evans and Stokes
Also present: Sarah Codling (Clerk)
Start 7.00pm

Apologies: Received from Cllrs Banbrook (family), Jolley (health) and Mrs Lovegrove (holiday). All apologies were accepted.

Declarations of interest: None.

In the absence of the Chair, Cllr Blakemore was voted as Acting Chair.

1. To approve as correct the Minutes of the Finance and Personnel Committee meeting held on 11 November 2013.

The minutes could not be agreed as the Councillors present were not at the previous meeting. This has been deferred to the next meeting.

2. To take matters arising from those Minutes.

None.

3. Budget Statement as at 16 January 2014.

The Budget Statement was presented to the Council.

The Council is on target for the budget but has had some expenditure which has exceeded expected amounts. The surplus expenditure is to come out of unallocated reserves and is not expected to reoccur.. It was noted that the Council is taking on more responsibilities which will incur future costs.

4. To agree the Precept for the financial year 2014/15.

The precept has not been capped this year for Parish Councils. However, budget setting is difficult as the figure that triggers a referendum has not been set. Also, it is looking highly unlikely that Sevenoaks District Council will pass on a grant to Parish Councils, but this is still to be decided.

Councillors noted that the Parish Council is increasingly taking on more costs and will no doubt continue to do so as Sevenoaks District Council have to considerably reduce their budget.

It was proposed to recommend to Full Council to raise the precept by 2% to £57,304. All Councillors voted in favour. **Action: To recommend to Full Council to agree Precept of £57,304.**

The proposed budget is:

	Cost Centre		Budget 2013	Budget 2014
Precept	54	Precept	56,180	56,180
		Sub Total for Cost Centre		
Clerks Expenses	5	Clerks Salary	7,800	7,800
	6	Clerks Tax & NI	2,600	2,600
	7	Retirement Gratuity	300	300
	8	Travel Expenses	300	324
		Sub Total for Cost Centre	11,000	11,024
Members Expenses	9	Chairmans Allowance	650	650
	10	Members Allowances	1,100	1,100
	55	Election Expenses	-	-
		Sub Total for Cost Centre	1,750	1,750

	Cost Centre		Budget 2013	Budget 2014
Admin Costs	11	Insurance Main Policy	3,500	3,500
	12	Insurance Sundridge Rec	200	200
	13	Postage & Delivery	150	150
	14	Printing	60	60
	15	Photocopying	300	300
	16	Audit - External	500	500
	17	Audit - Internal	50	50
	18	Stationery	300	300
	19	Subscriptions	820	820
	20	Telephone	270	270
	21	Hire of Village Hall	350	350
	22	Equipment - Software	400	400
	23	Misc Contingency	1,000	1,000
	24	Training	500	500
		Sub Total for Cost Centre	8,400	8,400
Grants	24	Annual Grants	6,400	6,400
	25	Youth Support	1,500	1,500
	26	Miscellaneous Grant		
		Sub Total for Cost Centre	7,900	7,900
Highways	27	Bus Shelters	-	500
	28	Village Signs	-	-
	29	Notice Boards	500	500
	30	Misc Contingency	1,000	1,000
		Sub Total for Cost Centre	1,500	2,000
Ide Hill Open Spaces	41	Camberwell Lane	300	500
	42	Goathurst Common		
	43	Misc Contingency	1,000	1,000
	57	Ide Hill Conveniences	3,180	3,180
		Sub Total for Cost Centre	4,480	4,680
Sundridge Open Spaces	44	Coronation Gardens		
	45	Sundridge Rec Car Park	500	700
	52	Bowers Meadow		
	48	Misc Contingency	1,500	1,500
		Sub Total for Cost Centre	2,000	2,200
Play Areas	31	Maintenance & Inspection	350	350
	37	Dog Bins	1,400	1,600
		Sub Total for Cost Centre	1,750	1,950
Grounds Maintenance	38	Grasscutting All	6,800	6,800
	39	Burial Ground	100	100
	40	Ide Hill Green	-	-
		Sub Total for Cost Centre	6,900	6,900
Street Lighting	49	Energy Costs	4,500	4,500
	50	Maintenance Costs	2,500	2,500
	51	Repairs	3,500	3,500
		Sub Total for Cost Centre	10,500	10,500

5. Correspondence including requests for grants.

A request for a grant has been received the Citizens Advice Bureau. A grant has already been given this year. However, Councillors agreed a grant of £250 to be awarded in the next financial year.

6. To approve Standing Orders.

Councillors approved the Standing Orders with no amendments to the document adopted in 2004. It is to be recommended to Full Council for adoption. All Councillors are to sign a document agreeing they have read the Standing Orders. **Action: To recommend to Full Council to adopt the Standing Orders, as adopted in 2004.**

7. To review and adopt Terms of Reference.

The Terms of Reference were amended to show a sub-committee of 2 members, dealing with confidential personnel matters. Responsibilities include completing appraisals and a review of the job description. The sub-committee is to have its own Terms of Reference depicting one meeting to be held each year and the responsibilities involved. It was agreed that Cllrs Jolley and Mrs Lovegrove will be members of this committee. An appraisal for the Clerk is to be completed within the month, along with a review of her job description. It was also noted that a letter needs to be written confirming the Clerk's permanent position, following satisfactory completion of probation period.

The Clerk is to amend the Terms of Reference for adoption at the next meeting. **Action: Clerk.**

8. To review and approve policies:

- a. Absence Policy
- b. Complaints Procedure
- c. Data Protection Policy
- d. Disciplinary Procedure
- e. Equal Opportunities Policy
- f. Expenses Policy
- g. Grievance Procedure
- h. Health and Safety Policy

This item was deferred to the next meeting. The policies were divided between Councillors as follows:

- Cllr Blakemore - Absence, Complaints, Data Protection
- Cllr Stokes - Disciplinary, Equal Opportunities, Expenses
- Cllr Evans - Greivance, Health and Safety.

It was noted that there is a digital data policy and a risk assessment which needs reviewing.

9. To discuss application to Big Community Fund.

The Clerk is to email Councillors asking if there is a project for which they wish to apply for funding. Councillors are then to obtain all the relevant information for completion of the forms. **Action: Clerk.**

10. To discuss Street Lighting repairs and approve necessary expenditure.

This item has been carried forward.

11. To review and approve grass cutting contract.

Quotes had been received from 4 contractors. After reviewing the contracts it was decided to continue with the current cutting schedule. The Clerk is to inform the contractors.

12. To receive update regarding Assets Working Party.

A meeting is to take place next week.

13. Payment of Accounts.

Approved. It was noted that the Clerk should chase the opening of the bank account at Natwest.

Chq No	Payee	Details	Basic Amount	VAT	Total Payable
			£	£	£
1059	Scottish Power	Sundridge Village Hall Gas	325.88	16.29	342.17
1060	Scottish Power	Sundridge Village Hall Electricity	109.76	5.49	115.25
1061	Nick Clarke	Work, Sundridge Village Hall	114.22		114.22
1062	Sevenoaks District Council	Dog bins, Oct - Dec 2013	276.25	55.25	331.50
1063	Ide Hill Village Hall Management Committee	Hire of hall Oct - Dec 2013	81.00		81.00
1064	CPRE	Subscription	29.00		29.00
1065	S Codling	Salary & mileage, January '14	866.92		866.92
1066	HMRC	Tax & NI, January 2014	315.03		315.03
1067	Sanderson's Cleaning Services	Sundridge Village Hall cleaning	288.00		288.00
1068	Thames Water Utilities Ltd	Water & wastewater, SVH	84.81		84.81
1069	Kent County Council	Photocopier	60.53	12.11	72.64
		total	2,551.40	89.14	2,640.54

14. Urgent issues at the discretion of the Chairman for noting or inclusion on future agenda.

None.

15. Date of next meeting.

1 April 2014

There being no other business the meeting closed at 8:30pm